

Fluids and Combustion Facility

Government/SSC Request for Unescorted Access to Building 333 Highbay

In requesting unescorted access to the highbay of building 333, I _____ agree to follow and abide by the following work rules when in the building 333 highbay (rooms 100E and 100W). In addition, I have read and am familiar with FCF-PLN-0655 FCF Ground Processing Management Plan.

1. Entry shall not be made into non-FCF areas that are roped, chained, taped or otherwise indicated as limited access, unless authorized by that project. Equipment under the control of non-FCF projects shall not be touched, unless authorized by that project.
2. Entry shall not be made into NGIT-FCF areas that are roped, chained, taped or otherwise indicated as limited access, unless authorized by NGIT. FCF equipment under NGIT control shall not be touched, unless authorized by NGIT.
3. Entry shall not be made into GRC-FCF areas that are roped, chained, taped or otherwise indicated as limited access, unless authorized by the individual responsible for that area. FCF equipment under government control shall not be touched without coordinating with the individual responsible for that item. The FCF Ground Processing Manager or the NGIT Ground Processing Team may be contacted as an alternative.
4. Any direction given or request made by GRC FCF Product Assurance Lead, or their designate, with respect to items covered by these work rules shall be followed, including those that may be more stringent than these work rules.
5. Unless superseded by these rules, all personnel shall comply with the rules and information contained in FCF-PLN-0655 FCF Ground Processing Management Plan, specifically in the areas of contamination control, security and facility utilization.
6. Cleanroom smocks are to be worn at all times in the highbay, and shall be donned outside of the highbay. After donning the gown, the user shall use the shoe cleaner and enter the highbay through the air shower. As a minimum, hair covers, as well as face covers (if user has a beard or mustache), shall be worn when working on, or within 3 feet of flight hardware. In addition, latex or other approved gloves shall be used when touching or handling flight hardware. Hair covers, face covers, and gloves are not required if the flight hardware is inside a contamination barrier that will not be breached (i.e. in a shipping container that is not being opened). All cleanroom garments shall be removed promptly upon leaving the cleanroom. Hair covers, face covers, and gloves shall be disposed of in the proper trash receptacle. Unless soiled, the smocks shall be hung in one of the gown closets. If soiled, the smock shall also be disposed of in the proper trash receptacle.
7. Typical clean room rules shall be followed. For example, no gum, food, or drinks shall be taken into the highbay and use of contamination generating items, such as lead pencils, shall be prohibited. Smokers shall wait 15 minutes after smoking before returning into the clean environment. Minimize the use of hairspray, cologne, perfume, make-up, etc. while working on flight hardware.
8. No cardboard boxes or wooden containers shall be brought into the 100E highbay. Cardboard boxes and wooden containers being brought into the 100W highbay shall be minimized and they shall be removed as soon as practical. Plastic bins, alu-malloy, etc. are available if needed.

9. Reasonable steps shall be taken to prevent foreign object damage to equipment. When planning to be within 3 feet of flight hardware, all loose items (pens, tools, etc.) shall be removed from shirt or coat pockets.
10. Contamination protection (covers, devices, tents, etc.) shall not be “disabled” unless necessary to perform a work related operation.
11. If touching an Electrostatic Sensitive Device (ESD) or one labeled as such, ESD protective measures (wrist straps, heel straps, ESD mats, etc.) and procedures (grounding tests, etc.) shall be employed.
12. No operations shall be performed without an approved, configuration-managed procedure. All documentation requirements shall be followed, including making entries into logbooks, if appropriate. If ground support equipment (GSE) is utilized, it shall be certified for its intended use. Such GSE shall be identified in the approved procedure.
13. GRC FCF Product Assurance Lead, or their designate, shall be notified a minimum of 48 hours prior to any given operation, and given the opportunity to witness the entire operation. In addition, any operation involving opening a door from the highbay directly to the exterior of Building 333 or to the Machine Shop, shall be scheduled with the FCF Ground Processing Manager, or their designate, a minimum of 48 hours prior to the operation.
14. All posted security and access rules, or other posted signage shall be followed.
15. Personnel shall assure that all visitors that they are escorting also follow these work rules.
16. Personnel shall stay out of the way of any active operations in the highbay, unless directly involved.
17. If near any equipment controlled by NGIT, personnel shall follow any directions or requests made by NGIT Quality Assurance, the equipment “operator”, or their designate. If near any equipment controlled by GRC, personnel shall follow any directions or requests made by GRC Quality Assurance, the equipment “operator”, or their designate.
18. The requirements of the Glenn Safety Manual (GSM) shall be followed. This includes working within the constraints of the FCF building 333 highbay safety permit.
19. In the event of an emergency requiring the immediate evacuation of the highbay, all personnel shall proceed to the nearest safe exit as soon as possible. Hardware and equipment should be safely secured, as events allow.
20. No item (including packaging for that item) shall be brought into the 100W highbay that is not visibly clean on all exposed surfaces or is not caused to become visibly clean at the first opportunity after bringing it into the highbay. No item (including packaging for that item) shall be brought into the 100E highbay that is not visibly clean on all exposed surfaces.
21. Failures of flight equipment under GRC control and failures of Ground Support Equipment under GRC control that could impact flight hardware shall be reported using the GRC Corrective and Preventive Action Reporting System (CPAR).

I understand that if I do not follow these work rules, that my unescorted access privileges may be revoked.

If I no longer need regular access, I will notify the GRC Ground Processing Manager.

Signature/Date

Instructions for completing this building 333 highbay unescorted access request form:

1. Read and become familiar with these work rules and FCF-PLN-0655 FCF Ground Processing Management Plan.
2. Print a copy of this form. Fill in your name at the top, and sign and date it at the bottom.
3. Give the signed original to the FCF Configuration Control Specialist in the Government FCF Project Office and a copy of the signed original to the FCF Ground Processing Manager.
4. Refer to the FCF Ground Processing Information Website <http://fcf.grc.nasa.gov/pages/groundproc.html> for additional information and points of contact.